

California Department of Veterans Affairs



Honoring California's Veterans

Classification: Associate Governmental Program Analyst \$4255-\$5172
Will also consider: Staff Services Analyst \$2724-\$4300

Location: Veterans Services Division, 1227 O Street, Sacramento, CA

Who Should Apply: Current State employees within these classifications or those who are eligible on a certification list, transfers, or reinstatements. **Eligible honorably discharged veterans are encouraged to apply.** SROA/SURPLUS PROVISIONS APPLY.

Duties and Responsibilities: Duties will be commensurate to level selected
Under supervision from the Manager, Veteran Programs Branch, Veterans Services Division:

- Answer correspondence/inquiries from state, county, federal, military, or other public, private or governmental staff.
- Research USDVA regulations, various laws, precedential decisions and cases.
- Analyze resource materials governing veterans benefits, departmental and USDVA procedures.
- Provide counseling referral assistance services to veterans, dependents and/or outside agencies.
- Prepare routine reports.
- Review legislation and prepare bill analyses.
- Provide liaison to the USDVA, Veterans Services Organizations, Community Based Organizations and veterans regarding veteran issues.
- Consult with various state and local agencies to facilitate the implementation of veteran benefit programs.
- Coordinate the implementation of College Tuition Fee Waiver Program.
- Performs other duties as required.

Desirable Qualifications:

- Intermediate computer skills in word processing, and spreadsheet software.
- Strong ability to use good judgment in dealing with the public and other government officials.
- An eligible honorably discharged veteran.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to

Department of Veterans Affairs **Inquiries:** Voice: (916) 653-2535
1227 O Street, Room 402 TDD: (916) 653-1960
Sacramento, CA 95814
Attn: Monica Magaña, Ref: M-80# 105 – 06/07

In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: June 15, 2007